

Traumatic Brain Injury Fund Advisory Committee Meeting

November 17, 2009

Utah Department of Health (Room 201)

4:30 pm – 6:00 pm

Minutes – DRAFT

Committee Members Present:

Troy Roper, Natalie Whatcott, Ron Roskos, Sarah Sanders, and Nita Smith (via phone).

Committee Members Excused:

Adina Zahradnikova, Cindy Wilmshurst, and Elaine Pollock

UDOH Support Staff:

Kevin Condra, Trisha Keller, Missi Leak

- Welcome:
 - Nita welcomed the committee to the meeting.
- Approval of September & October Minutes:
 - Both sets of minutes were approved.
 - Sarah motioned the approval, Troy provided a second to the motion.
- TBI Survivor Award Recognition:
 - Congratulations Troy! Troy has dedicated his life to helping others with TBI's.
 - Troy had no idea that the award was being given to him.
 - He was very excited and expressed his gratitude for the award.
 - It was presented to him at the BIAU Conference.
- Status of Legislative Report:
 - Kevin emailed the committee the latest draft of the report and asked for feedback.
 - Handouts of the report were distributed at the meeting.
 - In order to keep the report to two pages, the names of committee members should be dropped.
 - This report is not a marketing piece; this is more of the status of the committee and the data for the fund.
 - On the second page under the goals statement – bullets were added to simplify the statement.
 - No other changes requested by the committee.
 - Report is due on 11/30/09.
 - Let Kevin know if you have any changes before the end of the week.

TASK: Kevin will send Ron another article for his newsletter.

TASK: Kevin will post the report by 11/30/09.

- Update on TBI Implementation Grant Application:
 - The grant was submitted on time, thank to the effort of many people, especially Judith Holt at the USU.
 - Abstract was not attached by mistake, but after talking with the project officer this did not impact the acceptance or denial of the grant.
 - We are just waiting to see if it will be approved.
 - Outside reviewers will be participating in the review of the grants.
 - The current grant ends on March 31st.
 - If Utah were to receive the new grant, any carry over funds from the current grant must be spent before the new grant funds are awarded.
 - Currently approximately \$16,000 in the existing grant needs to be spent.
 - If we get the funding from the grant, there is an opportunity to do a resource awareness media campaign.
 - Ron pointed out that in the grant we asked a question about how many website hits there were.
 - 170,000 website hits.
 - UDOH is grateful that everyone responded so quickly with input needed on the grant application.

- Discussion of Neuro Psych Requests:
 - A total of 10 requests have been received.
 - Nine from BIAU
 - One from Phoenix Alliance.
 - Committee decided in previous meetings that the agencies would choose (review) each applicant.
 - Patients will not be billed – UDOH will reimburse the contracted agencies.
 - If there are any problems please let Kevin know.
 - Ron shared with committee that BIAU contacted the facilities and let them know that patients were coming, then contacted the patients to schedule an appointment with the facility. Ron followed-up with each to make sure they followed through.
 - The individuals and contracted agencies will get a report.
 - If you don't see anything, let us know because that is in the contract.
 - Committee has been using the form that Nita worked on.
 - An additional statement was added to the form that says "there were no other resources available for this person." Following this there is a line for a signature.
 - The process of approval:
 - Contractor submits the request form via e-mail to Kevin
 - Kevin will log the request and send an e-mail back indicating the approval status and how to set up the appointment if approved.
 - Contractor then calls the contracted neuron-psych provider to set up the appointment.
 - Suggestion was made to have the client take a confirmation email that they have been approved to the facility (something more official).
 - Good to have a back-up / paper trail for our records.
 - This will hopefully prevent misunderstandings of those who were not approved.

- This document can also tell the medical office that if they have any questions on billing who they can contact.

Task: Staff will develop an official signed approval that can be printed for the client to take to the exam.

- Other Items:
 - Committee will approve marketing pieces via email.
 - Include 4 areas of focus and goals to handouts.
 - One page – put the “punch” in first two paragraphs.
 - Make it something that catches attention, brief facts and a website is what we need.
 - This will be good to have as a resource for later.
 - This would be nice if it was done in a fact sheet format.
 - Add the picture of a survivor and a quote from them – that will personalize it.

TASK: Kevin will create something and send it to the committee to review.

TASK: Ron and Nita will develop an elevator speech for others on the committee to use.

- Agenda Items for Next Meeting:
 - Follow-up on Strategic Plan (make this a standing agenda item).
 - Ideas for logo (contacts), etc.
 - Update on members – missing one of the medical professionals that needs to be on the committee.
 - Suggestion to add a Jennifer Romsero with VA.

TASK: Kevin to contact Jennifer.

TASK: Committee members to submit other names to Kevin.

Next Regular Meeting

January 12, 2010
Utah Department of Health (Room 201)
288 North 1460 West
4:30 pm – 6:00 pm